

Cyngor Cymuned Trefriw Community Council

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Minutes of the Council Meeting held on 9th March 2021 at 7.00pm online via Skype as permitted in The Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020

Present: Cllr Kim Ellis (Chair), Cllr Jasmine Kelly until 8:10 pm due to technical issues (Vice Chair), Cllr Idris Bowen, Cllr Gill Scheltinga,
Cllr Stephen White and Cllr Lucy Williams
In attendance: Vikki Teasdale (Clerk/RFO), C. Cllr. Tomos Jones and two members of the public

Nodwch os gwelwch yn dda:

Gweler y crynodeb atodol am gyfieithiad Cymraeg o brif benderfyniadau'r Cyngor a'u gweithrediadau cysylltiedig

Member of Public issues:

- A MOP advised Council that she wished to create a village book share box to be located within the centre of the village, ideally outside to enable easy access to residents, and was looking to Council for some ideas as to where the box could be sited. Councillors discussed the proposal and put forward several ideas as to where the box could be located, however, it was agreed that further investigations would be needed to establish ownership of the areas in question and, whether consent would be granted from the landowners.
ACTION: Cllr Kelly to work with the MOP to scope options for the potential siting of the village book share box and provide a further update to Council at the April meeting (Agenda item)
- A MOP and volunteer member of the Village Hall Community Group confirmed to Council that he was liaising with the current trustee of the Trefriw Village Hall Trust to enable further investigation with the Charity Commission regarding the re-establishing of the Trust with new trustees to enable the current trustee who no longer lived within the locality to resign

	<u>Agenda Item/Discussion</u>	<u>Action/Resolution/Update</u>
113.	To confirm that a Quorum of elected members is present/Cadarnhau bod yr aelodau etholedig sy'n bresennol yn ffurfio cworwm	<u>RESOLUTION</u> A quorum was confirmed by the Chair
114.	Apologies/Ymddiheuriaday LG Act 1972 Sch 12 par 20 To accept apologies and consider approving reasons for absence/Derbyn ymddiheuriadau ac ystyried cymeradwyo rhesymau dros absenoldeb	None received – all Councillors present
115.	Declarations of Interest/Datgan Buddiannau LG Act 2000 s50 Local Authorities (Wales) Order 2008/788 To disclose personal and financial interest in items of business listed below/Datgan diddordeb personol ac ariannol yn y materion wedi eu rhestru isod	No interests were declared

116.	Minutes/Cofnodion LGA 1972, Sch 12 par 41(1) To receive, approve and sign as a correct record the minutes of the Council meeting held on 9 th February 2021	<u>RESOLUTION</u> The Council resolved that the minutes of the meeting held on 9 th February 2021 be accepted and signed by the Chair as a true record
117.	Chair's Announcements/Cyhoeddiadau y Gadeiryn	The Chair made no announcements as all items were covered within the Agenda
118.	Finance	
118.1	Council to discuss and question as required all financial transactions as detailed within Appendix 1.	No objections or concerns were made and the document was accepted
118.2	Council moved to vote and it was unanimously agreed that all transactions within Appendix 1 be deemed as approved and the Clerk be authorised to make the payments as detailed.	<u>RESOLUTION</u> The Council resolved to approve all transactions within Appendix 1 <u>ACTION</u> Clerk to arrange those payments as detailed within Appendix 1
118.3	Council to acknowledge scrutiny and acceptance of previously circulated bank statements and current account bank reconciliation for month ending 28 th February 2021	<u>RESOLUTION</u> The Council raised no observations or concerns and documents were accepted
118.4	Council reviewed the Internal Audit Terms of Engagement as drafted and agreed that the same be adopted with no amendments considered necessary.	<u>RESOLUTION</u> It was agreed by all members to formally adopt the Internal Audit Terms of Reference for the 2021/22 financial year <u>ACTION</u> Agenda item for April for Council to formally re-appoint Iona Edwards as internal auditor subject to her agreement to accept the Internal Audit Terms of Engagement and confirmation as to the professional fees to be charged
119.	Correspondence/Gohebiaeth Correspondence for February/March 2021 – items of correspondence for information distributed throughout the month as recorded in Appendix 2 as required to be noted. The Chair highlighted the following items of correspondence as circulated: <ul style="list-style-type: none"> – Review of the Remuneration Framework for Community and Town Councils. The document confirmed the continued mandatory payment of £150 to be made to each councillor unless specific confirmation is provided to the Clerk/RFO in writing that no such payment is to be claimed – Welsh Government consultation on Litter and Fly-tipping Prevention Plan for Wales. Cllrs Bowen and Scheltinga were asked for an update on the response being collated 	<u>ACTION</u> Clerk to provide a relevant form to Councillors for completion to record their instructions

	<p>on behalf of the Community Council and it was confirmed that this was still being worked up and would be circulated by email to all councillors in due course. The Clerk reminded Council that the deadline to submit responses to One Voice Wales in response to the consultation had been set as 31st March 2021 and, as such, a response would need to be circulated and agreed between councillors via email.</p> <ul style="list-style-type: none"> – Application to add a headstone inscription from Dyffryn Memorials. All Councillors acknowledged sight of the application and confirmed this to be approved without amendment. – Termination of the Trefriw Community Flood Plan by Natural Resources Wales. The Clerk confirmed that she had received a response from Alison Jones of NRW that provided some detailed information regarding the roles and responsibilities of a flood warden but, unfortunately, did not include any sort of poster that could be used on the Council's website or noticeboards to assist in trying to recruit volunteers. The Clerk confirmed that she would try and source a suitable template to use and would get something published as soon as she was able to. – Request from MOP to use the Old Recreation Field for an outdoor dance session. All Councillors confirmed sight of the request and confirmed this to be agreed in principle subject to suitable risk assessments being undertaken and the hirer providing evidence of holding the appropriate music licence. <p>The Chair invited members to raise any observations or concerns regarding other items of correspondence as referred to in Appendix 2</p>	<p><u>ACTION</u> Cllrs Bowen and Scheltinga to circulate proposed responses to the consultation survey to full Council for review via email to enable a formal response to be sent by Cllr Kelly ahead of the deadline of 31st March 2021</p> <p><u>ACTION</u> Clerk to formally approve the application as received from Dyffryn Memorials</p> <p><u>ACTION</u> Clerk to look to prepare a suitable poster seeking volunteer flood wardens to then be published on the Community Council's website and also on the noticeboards at both the Village Hall and Llanrhychwyn</p> <p><u>ACTION</u> Clerk to liaise with the MOP regarding the use of the Old Recreation Field and progress further once government restrictions have been lifted sufficiently to enable the dance session to proceed</p> <p><u>RESOLUTION</u> The Council raised no further observations or concerns and Appendix 2 was accepted</p>
<p>120. 120.1</p>	<p>Planning Applications Application Number: NP4/32/322B Proposal: Outline application for the erection of two single storey dwellings Location: Land adjoining Pandy, Trefriw LL27 0UJ</p>	<p><u>RESOLUTION</u> The Council considered the application and resolved that although there was no objection members raised concern regarding vehicular access and egress with no ability within the curtilage of each plot for a turning circle, especially given the location of the property and the potential lack of visibility on to the adjoining highway for both emerging vehicles from the proposed dwellings and the oncoming highway traffic</p> <p><u>ACTION</u> Clerk to formally include the members' comments when responding to the planning consultation</p>

120.2	<p>Application Number: NP4/32/357B Proposal: Single storey side extension Location: 1 Tai Isaf, Llanrhychwyn LL27 0YJ</p>	<p>RESOLUTION The Council considered the application and resolved that there was no objection or observation to make upon the proposal</p>
121.	<p>Community Councillor Report/Adrddoad-y-Cynghorydd Sir A brief report/update as received from C. Cllr. Tomos Jones on matters of importance and interest to the communities of Trefriw and Llanrhychwyn</p> <p>C. Cllr Jones updated Council that although much of his more recent work involved the potential closure of the footbridge giving access to Dolgarrog Station he was able to provide an update as to the following:</p> <ul style="list-style-type: none"> – Several elected members (including myself) have been raising the matter of flood partnerships since the last elections. It has now become a topic at the Local Area Forum (a bi-monthly meeting of County Councillors in Conwy South where we received updates and have opportunity to raise awareness on local issues) where in the last meeting it was the main focus of discussion. Conwy's Senior Flood Officer was there to provide advice and information and all stakeholders are willing to join a partnership, the crux at the moment is who would administer the Partnership. Previously I believe this was done by the then Community Council in Llanrwst however the current Clerk of Llanrwst Town Council does not feel he is a position to be able to take this on. There will be another meeting scheduled for next month to discuss in more detail however success hinges on finding someone willing to administer. I will be suggesting that a position is created and joint funded by stakeholders although this in itself presents another host of issues. – I have conducted site visits at both Llyn Crafnant and Llyn Geirionydd with Robin Millar MP to discuss resident issues particularly those relating to tourism and the anti-social behaviour that this can bring to the area. In order to progress, I will be looking to create a group of stakeholders including local residents to discuss the ongoing issues and would consider it relevant for the Community Council to provide representation for this. 	<p>ACTION Cllr Scheltinga, as the current Llanrhychwyn ward member, confirmed that she would be happy to represent the Community Council and would liaise further with C. Cllr Jones</p>
122. 122.1	<p>Working Group Updates to Council Cllr Scheltinga as Chair of the Village Hall Working Group advised Council that given the current level of Welsh Government restrictions it was not possible to move forward with the re-opening of the Village Hall, however, preparations would need to be made in anticipation of the upcoming Senedd and Police and Crime Commissioner elections scheduled for 6th May 2021 to be held at the Village Hall. Council agreed that a work party would need to be organised to complete an internal clean during the last week of April and the Clerk was asked</p>	

122.2	<p>to ensure that the outstanding cleaning and other miscellaneous equipment being acquired via the grant funding was ordered and available ahead of this. Cllr Scheltinga confirmed that it had been possible to start the outside works and a resident had cleared the majority of the pathways around the Hall although there was still further clearing to be done to the rear of the Hall and also to clear the parking area as well as some tree pruning.</p> <p>Cllr Kelly, as Chair of the Cemetery Working Group, updated Council following the Site Meeting that had taken place on 23rd February the outcome of which had been captured within the Meeting Notes as previously circulated to Council as Appendix 4. The site meeting had enabled the Working Group to identify those actions that were immediately required to enable progression with the cemetery extension. Cllr Kelly confirmed to Council that the Working Group would now look to prepare a formal schedule to undertake the following works in order that the required three quotes can be obtained and provided for Council's further consideration:</p> <ol style="list-style-type: none"> 1. Break through the boundary wall to the width of the current vehicle track, retaining the stone to build pillars at the new wall edges 2. Build up a descending ramp to continue the vehicle track down into the extension. 3. Erect a new post and mesh fence immediately inside the boundary of the extension to secure the land with fencing that will last circa 25 years. Seek the relevant approval from the principal authority and install a pedestrian access gate from the footpath along the western boundary of the cemetery and extension into the extension itself. This would allow alternative pedestrian access to the cemetery away from the road. The gate would need to be a kissing style gate which closes on a spring to prevent entry by livestock. <p>Cllr Bowen advised Council that having carefully reviewed the drawings submitted with the original planning application for the extension, approval had been given on the basis of the removal of the current turning circle and provision made for only one turning circle within the cemetery extension and that it may be necessary to liaise with SNPA and revisit the conditions of the original approval as these may need to be varied.</p> <p>Cllr Kelly confirmed to Council that a working party headed up by Jay Butters, as a member of the Cemetery Working Group, had undertaken a thorough tidy up of the cemetery and removed substantial amounts of foliage in preparation of the works required to commence the cemetery extension and that on behalf of both the Working Group and Community Council she wished to formally thank Jay for both organising the working party and providing his expertise.</p>	<p><u>ACTION</u> Further update to be provided at Council's meeting in April (Agenda item)</p> <p><u>RESOLUTION</u> The Council resolved to accept the Cemetery Working Group's proposal regarding the required works as detailed within items 1, 2 and 3 of Appendix 4</p> <p><u>ACTION</u> The Cemetery Working Group to formulate a Schedule of Works in order to be able to obtain three quotes for the required works</p>
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122.3	<p>Cllr Kelly then moved to update Council as to discussions that had taken place with a MOP who had raised concern that some grave plots within the lawned section had been planted up with shrubs and plants which did breach the Cemetery Rules and Regulations.</p> <p>The Clerk was invited to provide the options available to Council and a brief discussion followed as to how to proceed. It was agreed that there would be no alteration to the current rules and regulations and that the Clerk would look to make contact with the owners of those graves where planting had taken place in order to provide a reminder as to the rules and regulations and to aim to reach a workable solution.</p> <p>Cllr Bowen, as Chair of the Village Hall Community Group, updated the Council following the initial meeting of the Community Group that had taken place on 24th February 2021 the outcome of which having been captured within the Meeting Notes and previously circulated to Council as Appendix 5. Cllr Bowen confirmed that he had already had a site meeting at the Village Hall with one of volunteers, who specialised in design and architecture, to discuss the fabric of the building and look at the current issues around water ingress and how best to deal with this. During the meeting the current internal space and layout was also discussed in order to consider ways in which the Hall could better serve the differing community needs. Cllr Bowen confirmed that further site visits would take place with other members of the Community Group in order that the volunteers could gain a better understanding of the current challenges around maintenance and repairs. Cllr Bowen confirmed that the next meeting of the Community Group would take place on 30th March 2021.</p>	<p><u>RESOLUTION</u> The Council resolved that the current Cemetery Rules and Regulations would stand</p> <p><u>ACTION</u> The Clerk to write to those grave owners in Section 2 with planting and look to agree a workable solution</p> <p><u>ACTION</u> Further update to be provided at Council's meeting in April (Agenda item)</p>
123.	<p>Draft Community Action Plan for 2021/22</p> <p>Council reviewed the Community Action Plan as drafted and agreed that the same be adopted as a live document with no amendments considered necessary at present. It was agreed that the Clerk would monitor and update the Plan in line with the scheduled timeline for each action.</p>	<p><u>RESOLUTION</u> It was agreed by all members to formally adopt the Community Action for 2021/22 as a live document to be monitored and updated by the Clerk in line with the agreed actions. <u>ACTION</u> Clerk to publish the Community Action Plan on the Council's website</p>
124. 124.1	<p>Health and Safety</p> <p><u>Gower Road Footpath (Trefriw Trail 1)</u> - Cllr Scheltinga advised Council that the path is deeply eroded and scoured out again by recent floods and is considered no longer safe as Trefriw's only 'all accessible' path. Cllr Scheltinga confirmed that she has been in contact with NRW to request an urgent repair to the path surface in order to restore safe use by all with NRW having now undertaken to repair but the work has yet to be commenced. Council discussed the situation and agreed that unless the repair work is undertaken immediately the path must be closed to users.</p> <p><u>Trefriw Public Cemetery</u> - Cllr Kelly confirmed that although a number of headstones are leaning none appear to be loose or at risk of falling. Cllr Kelly also advised that there is a</p>	

124.2	<p>partial wall collapse on the eastern boundary as well as various stones that have fallen from the perimeter wall, however, remedial work to these areas will be undertaken at the same time as the breakthrough of the wall to gain access to the cemetery extension.</p> <p><u>New Recreation Field/adjacent part of Gower Road</u> - Cllr Williams advised that following a period of excessively wet weather and combined heavy usage some areas of the playpark were extremely muddy, in particular an area of the bund behind the swings as well as beneath some of the play equipment. Cllr Williams confirmed that she would report back to Council next month as to whether the situation has improved or worsened.</p> <p><u>Village Hall</u> - Cllr Ellis advised that she had not been able to complete any check on the external PIR lights and could not confirm that these were working correctly. Cllr Bowen advised that replacements were needed. The Clerk confirmed to Council that there was still a substantial balance left within the Village Hall General Maintenance and Repairs budget and that Council could look to authorise replacements to be obtained from that 2020/21 budget. Council provided authorisation for Cllr Bowen to source appropriate replacements and liaise with the Clerk regarding both payment and reimbursement for the cost prior to the next Council meeting in April.</p> <p>Cllr Ellis advised Council that she had noted that some community benches along Gower Road had rotten wood with the seating planks and that the bench immediately outside the playpark gates needing urgent attention for health and safety reasons as metalware had become exposed and that Council would need to make immediate arrangements to undertake remedial works</p>	<p><u>RESOLUTION</u> The Council resolved to authorise the acquisition of replacement external PIR lights for the Village Hall from the 2020/21 budget <u>ACTION</u> Cllr Bowen and the Clerk to liaise regarding the sourcing, payment and reimbursement of the replacements ahead of the April meeting</p> <p><u>RESOLUTION/ACTION</u> Council resolved to authorise the acquisition of the required materials to undertake the repairs <u>ACTION</u> Cllrs Ellis and Bowen to source replacement wood and bolts to repair the rotten community benches.</p>
125.	<p><u>Village Improvements</u></p> <p>Cllr Scheltinga raised the question of the repainting of the community benches as many, including those that had been painted in May last year, needed attention. Cllr Ellis confirmed that the community benches would need to be repainted, however, this could not be done at the present time due to weather conditions.</p>	
126.	<p><u>Councillor/Clerk Training</u></p> <p><u>Introduction to Local Council Administration (ILCA)</u> - the Chair invited the Clerk to update Council as to ILCA training that she had been undertaking. The Clerk confirmed that she had now completed and passed all five modules and would provide a copy of the Certificate to the Staffing Committee once received from SLCC.</p> <p><u>Councillor One Voice Wales Basic Online Training</u> – the Chair confirmed that all Councillors had now completed the training and that the Clerk had updated the Training Record to reflect this.</p> <p><u>Code of Conduct Training</u> - the Chair confirmed that she had asked Cllr Kelly to lead a short Skype session to run through the key points of the updated Code of Conduct for Town and</p>	

	Community Councillors to ensure that Councillors have a common understanding of the obligations and to provide an opportunity to raise any queries and/or seek clarification. The Chair confirmed that the session would take place within the next few weeks and that Cllr Kelly would confirm the details in due course.	<u>ACTION</u> Cllr Kelly to devise and deliver a training session to Councillors on the Code of Conduct
127.	Next Month's Agenda The following items were proposed and accepted for the Council's next meeting: <ul style="list-style-type: none"> – Village Hall Working Group update to include guidance to Council on the viability and timeframe for the general re-opening of the Village Hall – Cemetery Working Group update to include progress on the works to commence the cemetery extension – Village Hall Community Group update – Reappointment of the Internal Auditor for 2021/22 – Update from Cllr Kelly/MOP as to the village book share box proposal Any subsequent items to be presented for consideration are to be received by the Clerk no later than Thursday, 1 st April 2021	
128.	Next Meeting of the Community Council	<u>RESOLUTION</u> The Council resolved that the next meeting of Trefriw Community Council would be held at 7pm on Tuesday, 13th April 2021 remotely via Skype

Penderfyniadau'r Cyngor

- Derbyniwyd fel cofnod cywir, cofnodion y cyfarfod a chynhaliwyd ar Chwefror y 9fed, 2021
- Cymeradwywyd trawsnewidiadau ariannol arferol, a chyfarwyddwyd y Clerc i wneud y taliadau
- Bydd yr holl gynghorwyr yn parhau i archwilio a chysoni datganiadau banc y Cyngor yn fisol
- Ystyriwyd a chymeradwywyd y telerau ymgysylltu drafft ar gyfer ein harchwilydd mewnol
- Cymeradwywyd unrhyw gohebiaeth a gylchrhedwyd yn barod
- Erys neuadd y pentref ar gau trwy gydol mis Mawrth tra bod cyfyngiadau Covid-19 yn eu lle.
- Trafodwyd a chymeradwywyd y cynllun gweithredu drafft ar gyfer 2021-22 fel dogfen fyw a fydd yn cael ei diweddarau yn ôl yr angen. Bydd hwn yn cael ei gynnwys ar wefan CCT
- Cynhelir y cyfarfod nesaf trwy gyfrwng 'Skype' ar ddydd Mawrth, Ebrill y 13eg, 2021, am 7.00 y.h.

Camau gweithredu nesaf

- Cyng. Kelly i gydweithio gydag aelod o'r cyhoedd i archwilio'r posibilrwydd o leoli llyfrgell awyr agored fach er budd preswylwyr
- Bydd y Clerc yn cylchredeg y ffurflen am y cyfnod 2021-22 ynglŷn a thaliadau i gynghorwyr. Rhaid i bob cynghorydd ymateb i naill ai hawlio neu wrthod y swm blynyddol hwn
- Cyng. Bowen a Scheltinga i baratoi ymateb drafft i ymgynghoriad Llyw. Cymru ynglŷn a sbwriel a thipio anghyfreithlon. Bydd hwn yn cael ei gylchredeg i'r holl gynghorwyr am sylwadau terfynol cyn ei gyflwyno i Lyw. Cymru gan Cyng. Kelly
- Y Clerc i apelio ar FB ar ran Cyfoeth Naturiol Cymru yn gofyn am wardeiniaid llifogydd gwirfoddol
- Y Clerc i ymateb i APCE er mwyn cyfleu pryderon cynghorwyr ynghylch mynediad ac allanfa o'r ddwy uned o dan sylw yn Pandy, Trefriw
- Bydd glanhau y tu mewn i neuadd y pentref yn cael ei drefnu ar gyfer yr wythnos olaf ym mis Ebrill i baratoi ar gyfer ei ddefnyddio fel gorsaf bleidleisio ar y 6ed o Fai
- Gwaith allanol yn neuadd y pentref i barhau fel a phan fydd amser yn caniatáu cyn y 6ed. o Fai
- Grŵp Gwaith y Fynwent i lunio amserlen waith ffurfiol ar gyfer cwblhau estyniad y fynwent. Defnyddir hwn i gael 3 dyfynbris ar gyfer yr holl waith angenrheidiol
- Y Clerc i ysgrifennu at berchnogion beddau yn adran 2 o'r fynwent sydd wedi plannu yn groes i'r telerau ac amodau
- Cyng. Bowen i archebu goleuadau allanol 'PIR' newydd ar gyfer neuadd y pentref
- Cyng. Ellis a Bowen i archebu coed a bolltau addas newydd ar gyfer atgyweirio meinciau cymunedol
- Cyng. Kelly i baratoi a chyflwyno sesiwn hyfforddiant i gynghorwyr ar destun y Côt Ymddygiad